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TRANSMITTAL SLIP		DATE
TO: Director of Security		
ROOM		
REMARKS:		
FROM: RCD/OIS/DDA		
ROOM NO.	1105	EXTENSION
Ames Bldg.		

FORM NO. 041 REPLACES FORM 36-8
MAY BE USED.

(47)

Sanitized Copy Approved for Release 2010/02/22 : CIA-RDP89-00724R000800160002-7

30 January 1985

03 JANUARY

FILE REM-8

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller

FROM:

Chief, Regulatory Policy Division

SUBJECT:

Proposed Use of Certified Mail
(Job #951)

FOR YOUR INFORMATION:

1. This proposed [redacted] initiated by the Office of Logistics, incorporates in the Agency regulations the policy and procedures for the use of certified mail.

2. We plan to send this proposal to the Deputy Director for Administration for approval on 14 February 1985. If you have any questions or comments, please contact the undersigned before that date.

Attachments:

- A. Concurrence Sheet (OGC)
- B. Proposed [redacted]

cc: AO/DCI OL
SSA/DDA OMS
OIS/IRMD OP
OC OS
ODP OTE
OF

*RPD contacted
re: minor adjustment
Close to OS Registry
3 Feb '85*

03 JANUARY
15 1/31

HQ. INSTRUCTION SHEET

REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
				1		<p>[redacted] is added to provide the policy and procedures for the use of certified mail.</p> <p>PEN AND INK CHANGES:</p> <p>In the [redacted] Table of Contents, page i, delete "8. Reserved" and substitute "8. USE OF CERTIFIED MAIL."</p> <p>In [redacted] page 9-14, delete "8-9. Reserved."</p>

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